

CIA INTERNAL USE ONLY

ADM-10.2

21 MAY 1964

DD/S&T 1405-64

MEMORANDUM FOR: Director of Personnel

SUBJECT: Survey of the Office of Computer Services

REFERENCE: Memo to DD/S&T from D/Personnel, subject as above, dated 18 May 1964

1. Your understanding is correct on the recent initiation of a management and functional survey of the Office of Computer Services (OCS). During the course of that survey, it may indeed prove beneficial to have an exchange of views between members of the survey team and appropriate officers of the Office of Personnel, particularly those of the Salary and Wage Division.

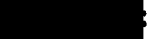
2. It would appear that the proper timing of such conversations would be toward the end of the survey, so that the management representatives may possess the most complete understanding of the need and qualifications for people of OCS.

3. The survey was only recently commenced and at this time we are estimating it will be of four months duration. However, as time progresses, we will develop a more firm estimate of its terminal date. At the appropriate time, we will contact you and make arrangements for conversations which we believe will be of mutual benefit.

STATINTL

  
Executive Officer  
Deputy Director for  
Science and Technology

STATINTL

EO/DD/S&T:  jem:6562 (21 May 1964)

Distribution:

Orig & 1 - D/Personnel

1 - EO/DD/S&T Chrono

Approved For Release 2000/04/12 : CIA-RDP67B00558R000100080008-4

CIA INTERNAL USE ONLY

DD/ST# 1573-64

18 MAY 1964

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT : Survey of the Office of Computer Services

1. It is my understanding that you have recently initiated a comprehensive, functional management and technical survey of the Office of Computer Services. Without knowing the full scope and purpose of the survey, I would like to suggest that at an appropriate time attention be given to the various recruitment methods and sources of my Recruitment Division and to the standards of job classification currently applied by the Salary and Wage Division with respect to this specialized vocational field.

2. I think that an exchange of information and views between my people and members of the survey team would be highly beneficial in our future recruitment efforts in your behalf.

STATINTL

A large black rectangular redaction box covering the signature area.

Director of Personnel

UNCLASSIFIED      CONFIDENTIAL      SECRET			
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Science and Technology		
2	3E-14 HQ		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  <div style="font-size: 2em; font-family: cursive;">                         June 5/20                          [Signature]                          [Signature]                     </div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Personnel 5E-56 HQ 6821			18 MAY 1964
UNCLASSIFIED      CONFIDENTIAL      SECRET			